

# NEW INFORMATION FY16/17

- Grant List Form available
- Personnel Entry will be completed in mid march
  - Not due in Oracle in February (TDR deadline)
- Baseline budget will include the actual FY15/16 Appropriation of Fund Balance Revenue
- Underfill positions will be budgeted at Underfill salary unless otherwise specified by department
  - Please ensure that the title and salary change is sent as a personnel change during personnel reconciliation period
- Budget Requests with facility reference will be sent to General Services for review
- Supplies & Services & Capital Outlay Forms revised
  - Future annual costs column added
- Please notify OMB of any approved reallocation plans that will extend into FY16/17 by February 26, 2016.